UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES Schedule No.: 1897 RECORDS MANAGEMENT DIVISION Page 1 RECORDS RETENTION AND DISPOSAL SCHEDULE Division/Unit: Asian and East Agency: University of Maryland College Park **European Languages and Cultures** Item No. Description Retention 1 **General Files** Screen annually and destroy that material for Alpha, subject, administrative, and chronological which no further reference is required. correspondence containing original incoming and copies of Remaining material having continuing outgoing correspondence, reports, memoranda, statistics, administrative or legal value to be kept in proposed programs, minutes, policy and procedure statements, paper by Asian and East European special projects, and substantive data concerning the operation Languages and Cultures for 25 years, then of Asian and East European Languages and Cultures. destroyed. Material deemed to have historical value should be sent to University Archives at UMCP for permanent retention. 2 **Human Resource Records** A. Timekeeping Records - individual sheets approved by the Retain for three years and until audit requirements are met, then destroy. supervisor which show leave taken and hours worked for student, if and when, contractual, exempt and non-exempt employees. Retain final leave balance for three (3) years B. Employee Leave Balances - leave balances for faculty after termination of employment, then destroy. members and contractual, exempt and non-exempt ** During the time the employee is active, employees. ongoing balances must be kept for three (3) years for audit purposes. Retain for three years after termination of C. Personnel Files of non-exempt and exempt employees. employment, then destroy. 3 **Search Committee Files** Asian and East European Languages and Search committee materials for faculty, administrators, and Cultures to retain material in paper associate staff. Consists of advertisements, notes and final form for 5 years, then destroy. recommendation of the committee, top candidate resumes. affirmative action paperwork, and all information on appointed candidate. Authorized by Department Head or Designated Representative Signature:__ Schedule Authorized by State Archivist Date:_5/5/97 Title: Acting Chair Authorized by Vice President of Administrative Affairs Date: Date: Stward C. Paperpur h Signature: Type Name: Dr. Sylvia S. Stewart Associate Vice President Title:

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.: 1897

Page 2 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

	(CONTINUATION SHEET)	
Item No.	Description	Retention
4	Payroll Records Journals, One Pay Certification Cards, Payroll Entries, and Separation Forms.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Payroll Services.
5	Purchasing Records Internal account records (copies of requisitions, invoices, packing slips, and bids).	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the department. Office of Record for remaining material is Procurement and Supply.
6	Accounting Records Honoraria payments, contract items, revolving fund, periodic financial reports, inventory data, budget items including amendments, estimates, working materials and other pertinent data, etc.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis.
7	Faculty Files Faculty review files; resumes; appointment, promotion, and tenure files; appointment letters; leave without pay; and sabbatical requests.	Retain for 5 years after resignation, retirement, or death, then destroy. Office of Record for APT files is Vice President for Academic Affairs.
8	Student / Academic Records A. General correspondence relating to student matters.	A. Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by Asian and East European Languages and Cultures for 25 years, then destroyed.
	B. Advising and academic files.	B. Retain for 7 years after student graduates, then destroy.
9	Capital/Facilities Planning/Physical Plant Records A. Physical/Building Inventory (capital and non-capital) Records consisting of: 1. Inventory Addition Forms 2. Surplus Property Forms and all materials concerning changes to inventory	A. Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of the Comptroller.
	B. Key Material: 1. Key Authorization Forms 2. Key Request Forms	B. Retain for one year and until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy.

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.: 1897

Page 3 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

	(CONTINUATION SHEET)	
Item No.	Description	Retention
10	Grants/Contracts Files Records which document grants/contracts received by the department from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence and memoranda.	Retain state grants and contracts for three years after the close of the contract, then destroy. For federal grants and contracts, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached). Office of Record is the Office of Research Administration and Advancement.
11	Donor/Gift Files Records showing name, date, amount, receipt and account number, and related data on all gifts donated to Asian and East European Languages and Cultures by friends, alumni, corporations, associations, or foundations.	Retain files for 3 years, then destroy. Office of Record is Office of Development.
12	General Academic Files A. Textbook Adoption Forms B. Grade Rosters C. Course Descriptions, Syllabi, and related matters	A. Retain for 3 years, then destroy. B. Retain for 3 years, then destroy. Office of Record is Records and Registration. C. Retain for 5 years, then destroy.
	If UMCP Archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at UMCP, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.	* Until audit requirements are met means 3 years for state-related documents, 3 years for non-monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 1 OF 12
AGENCY University of Maryland, College Park	DIVISION College of Arts ar	nd Humanities	3. UNIT Asian & East European Languages&Cultures
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION A		O AND USED AS A UNIT FOR REFERENCE SES.
RECORD SERIES TITLE General Files			5. EARLIEST YEAR/LATEST YEAR 1992 TO 1997
RECORD SERIES DESCRIPTION (BRIEF IN THE Alpha, subject, administrative, and chronocorrespondence, reports, memoranda, staprojects, and substantive data concerning	series, including the includin	PURPOSE OR FUNCTION OF se containing original in rams, minutes, policy	of the series.) ncoming and copies of outgoing and procedure statements, special
7. RECORD SERIES FORMAT(S) I LETTER SIZE	8. RECORD SERIES SE	ETICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☑ CHRON	DLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	GEOGRAPHICAL OTHER (SPECIFY)		1/4 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY □ WEEKLY □	MONTHLY	1 ☐ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Jimenez Hall, Second Floor, Room 2106i	B	☐ YES 🗹 NO	
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS) Please see statement belo	□ NO w.	16. AUDIT REQUIREMENTS ☑ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	'N	18. RECOMMENDED	RETENTION
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by Asian and East European Languages and Cultures for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at UMCP for permanent retention.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Bonnie Griffin Administrative Assistant II	(301) 4	05-4240	January 28, 1997

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) COLLEG		E PARK	PAGE 2 OF 12	
AGENCY University of Maryland, College Park	2. DIVISION College of Arts ar	nd Humanities	UNIT Asian & East European Languages&Cultures	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILED	O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Human Resource Records			5. EARLIEST YEAR/LATEST YEAR 1977 TO 1997	
6. RECORD SERIES DESCRIPTION (BRIEFI IN THE	LY DESCRIBE THE TYPES O SERIES, INCLUDING THE F			
A. Timekeeping Records - individual shee student, if and when, contractual, exempt			eave taken and hours worked for	
B. Employee Leave Balances - leave bala	ances for faculty memb	pers and contractual,	exempt and non-exempt employees	
C. Personnel Files of non-exempt and ex	empt employees.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL □ NUMERICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONO	DLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER ((SPECIFY)	NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	VACTIVE AFTER	
☐ DAILY	MONTHLY	3 NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Jimenez Hall, Second Floor, Room 2106	3	☐ YES Y NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please see statement belo	w .	□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
☐ YES 🗹 NO		A. Retain for three years and until audit requirements are met, then destroy. B. Retain final leave balance for three (3) years after termination of employment, then destroy. ** During the time the employee is active, ongoing balances must be kept for three (3) years for audit purposes. C. Retain for three years after termination of employment, then destroy.		
19. NAME AND TITLE OF PREPARER Bonnie Griffin	20. TELEPHONE NUMBER	R	21. DATE	
Administrative Assistant II	(301) 40	05-4240	January 28, 1997	

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLANI		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK	E PARK	PAGE 3 OF 12	
AGENCY University of Maryland, College Park	DIVISION College of Arts ar	nd Humanities	UNIT Asian & East European Languages&Cultures	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE		O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Search Committee Files			5. EARLIEST YEAR/LATEST YEAR 1992 TO 1996	
6. RECORD SERIES DESCRIPTION (BRIEFI IN THE Search committee materials for faculty, acrecommendation of the committee, top car candidate.	SERIES. INCLUDING THE I	PURPOSE OR FUNCTION Cociate staff. Consists of	of the series.) of advertisements, notes and final	
7. RECORD SERIES FORMAT(S) 8. RECORD SERIES			9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	GEOGRAPHICAL OTHER (SPECIFY)		1/2 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	IACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☑	MONTHLY	5 NUMBER ☐ MONTH(S) ☑ YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OFFICE)		
Jimenez Hall, Second Floor, Room 2106	3	☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please see statement below	w.	☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
☐ YES ☑ NO			ean Languages and Cultures to retain for 5 years, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	₹	21. DATE	
Bonnie Griffin Administrative Assistant II	(301) 40	05-4240	January 28, 1997	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 4 OF 12
AGENCY University of Maryland, College Park	DIVISION College of Arts and arts.	nd Humanities	UNIT Asian & East European Languages&Cultures
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILED AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
RECORD SERIES TITLE Payroll Records			5. EARLIEST YEAR/LATEST YEAR 1983 TO 1997
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Journals, One Pay Certification Cards, Page 1988)	PURPOSE OR FUNCTION O		
7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SE LETTER SIZE		BETICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ CHRONG ☐ GEOGRA ☐ OTHER		10. ANNUAL ACCUMULATION File drawer(s) Microfilm reel(s) Computer tape(s) Other (specify)
11. FILE IS USED DAILY] MONTHLY	12. FILE BECOMES IN 6.25 NUMBER	IACTIVE AFTER MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Jimenez Hall, Second Floor, Room 2106		14. IS RECORD SERIE	S DUPLICATED ELSEWHERE? OR OFFICE) Payroll Services
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below	□ NO	16. AUDIT REQUIREMENTS ☐ NONE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO			RETENTION nonths and until audit requirements are met, f Record is Payroll Services.
19. NAME AND TITLE OF PREPARER Bonnie Griffin Administrative Assistant II	20. TELEPHONE NUMBE (301) 4	05-4240	21. DATE January 28, 1997

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK		PAGE 5 OF 12
AGENCY University of Maryland, College Park	DIVISION College of Arts are		3. UNIT Asian & East European Languages&Cultures
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILED AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
RECORD SERIES TITLE Purchasing Records			5. EARLIEST YEAR/LATEST YEAR 1992 _{TO} 1997
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Internal account records (copies of requisitions, invoices, packing slips, and bids)			
7. RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
11. FILE IS USED DAILY] MONTHLY	12. FILE BECOMES IN 6.25 NUMBER	OTHER (SPECIFY) NACTIVE AFTER MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING.FLOOR. RC Jimenez Hall, Second Floor, Room 2106		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ✓ YES □ NO Procurement and Supply	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below	□ NO w.	16. AUDIT REQUIREMENTS ☐ NONE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED RETENTION Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the department. Office of Record for remaining material is Procurement and Supply.	
19. NAME AND TITLE OF PREPARER Bonnie Griffin Administrative Assistant II	20. TELEPHONE NUMBER (301) 4	R 05-4240	21. DATE January 28, 1997

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 6 OF 12	
AGENCY University of Maryland, College Park	DIVISION College of Arts a	nd Humanities	3. UNIT Asian & East European Languages&Cultures	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILED AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE Accounting Records			5. EARLIEST YEAR/LATEST YEAR 1992 _{TO} 1997	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Honoraria payments, contract items, revolumentments, estimates, working material	F THE SERIES.)			
7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SE ✓ LETTER SIZE		BETICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK	✓ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)			
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)			10. ANNUAL ACCUMULATION I	
11. FILE IS USED ☑ DAILY ☐ WEEKLY ☐	MONTHLY	12. FILE BECOMES INACTIVE AFTER 6.25 NUMBER		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Jimenez Hall, Second Floor, Room 2106		YES NO Comptroller & Budget & Fiscal Analysis		
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS) Please see statement belo	□ NO w.	16. AUDIT REQUIREMENTS ☐ NONE STATE FEDERAL ☐ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED RETENTION Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis.		
19. NAME AND TITLE OF PREPARER Bonnie Griffin Administrative Assistant II 20. TELEPHONE NUMBER (301) 4		05-4240	21. DATE January 28, 1997	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 7 OF 12	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park DEFINITION - RECORD SERIES:	College of Arts at A GROUP OF RELATED RE		Asian & East European Languages&Cultures AND USED AS A UNIT FOR REFERENCE	
	AS WELL AS RETENTION	AND DISPOSITION PURPO	· · · · · · · · · · · · · · · · · · ·	
4. RECORD SERIES TITLE Faculty Files			5. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BRIEF				
Faculty review files; resumes; appointment requests.		PURPOSE OR FUNCTION O	'	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	OUENCE	9. VOLUME FILE DRAWER(S)	
_			1 ☐ MICROFILM(S)	
	■ ALPHABETICAL		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
	□ NUMERICAL □			
BOUND BOOK FLOPPY DISK	CHRON		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ GEOGRA		1/4 ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER	
☑ DAILY □ WEEKLY □	MONTHLY	$\frac{5}{\text{NUMBER}} \Box \text{ MONTH(S)} \mathbf{V} \text{ YEAR(S)}$		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Jimenez Hall, Second Floor, Room 2106l	3	✓ YES □ NO Academic Affairs		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please see statement belo	w.	□ NONE 🗹 S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
☐ YES ☑ NO			er resignation, retirement, or death, then cord for APT files is Vice President for	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Bonnie Griffin Administrative Assistant II	(301) 4	05-4240	January 28, 1997	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 8 OF 12	
AGENCY University of Maryland, College Park	DIVISION College of Arts ar	nd Humanities	UNIT Asian & East European Languages&Cultures	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION A		O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE Student / Academic Records	******		5. EARLIEST YEAR/LATEST YEAR 1991 TO 1997	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES O SERIES, INCLUDING THE F			
A. General correspondence relating to st	udent matters			
B. Advising and academic files				
	·			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S) 1 MICROFILM(S)	
✓ LETTER SIZE	✓ ALPHABETICAL		1 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL			
BOUND BOOK FLOPPY DISK	_	DLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA		1/8 FILE DRAWER(S) MICROFILM REEL(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)	NUMBER COMPUTER TAPE(S)	
			OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	IACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	$\frac{1 \text{ or } 7}{\text{NUMBER}} \qquad \square \text{ MONTH(S)} \qquad \mathbf{V} \text{ YEAR(S)}$		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Jimenez Hall, Second Floor, Room 2106	В	☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS	
Please see statement belo	w.	□ NONE 🗹 S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N .	18. RECOMMENDED		
YES YO		A. Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by Asian and East European Languages and Cultures for 25 years, then destroyed.		
		B. Retain for 7 years a	after student graduates, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	₹	21. DATE	
Bonnie Griffin Administrative Assistant II	(301) 4	05-4240	January 28, 1997	

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

Capital/Facilities Planning/Physical Plant Records 6. RECORD SERIES DESCRITTON (REIER') DESCRIET THE TYPES OF INFORMATION/DOCUMENT/FROMMS FOUND (NTHE SERIES, INCLUDING THE PURPOSE OF FUNCTION OF THE SERIES.) A. Physical/Building inventory (capital and non-capital) Records consisting of: 1. Inventory Addition Forms 2. Surplus Property Forms and all materials concerning changes to inventory B. Key Material: 1. Key Authorization Forms 2. Key Request Forms 8. RECORD SERIES SEQUENCE GEOGRAPHICAL 1/4				<u> </u>	
NOTH RECORDS RETENTION SCHEDULE 1. ACENCY University of Maryland, College Park 2. DIVISION College of Arts and Humanities 3. UNIT Asian & East European Languages&Cultures DeFINITION - RECORD SERIES. A CROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS RECORD SERIES TITLE Capital/Facilities Planning/Physical Plant Records 5. EARLIEST YEAR/LATEST YEAR Capital/Facilities Planning/Physical Plant Records 6. RECORD SERIES DESCRIPTION (pagetant precords) 7. Physical/Building Inventory (capital and non-capital) Records consisting of: 1. Inventory Addition Forms 2. Surplus Property Forms and all materials concerning changes to inventory 8. Key Material: 8. RECORD SERIES SEQUENCE 9. VOLUME File DRAWERS)	SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
DEFINITION - RECORD SERIES: AGROUP OF RELATED RECORDS NORMALLY PILED AND USED AS A UNIT FOR REFERENCE AGROUP OF RELATED RECORDS NORMALLY PILED AND USED AS A UNIT FOR REFERENCE ASSESSMENT TITLE SERIES TITLE Capital/Facilities Planning/Physical Plant Records 5. EARLIEST YEARL/LATEST YEAR 1991	WITH RECORDS RETENTION SCHEDULE	COLLEG	E PARK	PAGE 9 OF 12	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PORPOSES. 4. RECORD SERIES TITLE Capital/Facilities Planning/Physical Plant Records Capital/Facilities Planting/Physical Plant Records Capital/Facilities Planting/Physical Plant Records Capital/Facilities Planting/Physical Planting					
4. RECORD SERIES TITLE Capital/Facilities Planning/Physical Plant Records 5. EARLIEST YEAR/LATEST YEAR Capital/Facilities Planning/Physical Plant Records 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS POUND IN THE SERIES. INCLUDING THE PURPOSE OF RUNCTION OF THE SERIES.) A. Physical/Building Inventory (capital and non-capital) Records consisting of: 1. Inventory Addition Forms 2. Surplus Property Forms and all materials concerning changes to inventory B. Key Material: 1. Key Authorization Forms 2. Key Request Forms 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 2. Key Request Forms 9. VOLUME 4 His DRAWER(S) 11/4 MICROPILMS 11/4 COMPUTER TAPES 11/4 MICROPILMS 11/4 MICROPILMS 11/4 COMPUTER TAPES 11/4 MICROPILMS 11/4 MI	University of Maryland, College Park	College of Arts ar	nd Humanities	Asian & East European Languages&Cultures	
Capital/Facilities Planning/Physical Plant Records 6. RECORD SERIES DESCRITTON (REIER') DESCRIET THE TYPES OF INFORMATION/DOCUMENT/FROMMS FOUND (NTHE SERIES, INCLUDING THE PURPOSE OF FUNCTION OF THE SERIES.) A. Physical/Building inventory (capital and non-capital) Records consisting of: 1. Inventory Addition Forms 2. Surplus Property Forms and all materials concerning changes to inventory B. Key Material: 1. Key Authorization Forms 2. Key Request Forms 8. RECORD SERIES SEQUENCE GEOGRAPHICAL 1/4	DEFINITION - RECORD SERIES:				
A. Physical/Building Inventory (capital and non-capital) Records consisting of: 1. Inventory Addition Forms 2. Surplus Property Forms and all materials concerning changes to inventory 8. Key Material: 1. Key Authorization Forms 2. Key Request Forms 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE LETTER SIZE	4. RECORD SERIES TITLE Capital/Facilities Planning/Physical Plant	Records		1001 1007	
LETTER SIZE	IN THE A. Physical/Building Inventory (capital and 1. Inventory Addition Forms 2. Surplus Property Forms and all mate B. Key Material: 1. Key Authorization Forms	series, including the i d non-capital) Records	PURPOSE OR FUNCTION O consisting of:		
LETTER SIZE	7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	FILE DRAWER(3)	
LEGAL SIZE	✓ LETTER SIZE ✓ MICROFILM			1 176 —	
AUDIO TAPE	☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER	
AUDIO TAPE	☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNILAL ACCUMULATION	
OTHER (SPECIFY)	☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL		
DAILY WEEKLY MONTHLY	OTHER (SPECIFY)			1/8 ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) 15. ACCESS RESTRICTIONS*	11. FILE IS USED		12. FILE BECOMES IN	IACTIVE AFTER	
Jimenez Hall, Second Floor, Room 2106B YES	☐ DAILY ☐ WEEKLY ■	MONTHLY		MONTH(S) YEAR(S)	
Jimenez Hall, Second Floor, Room 2106B If YES NO Comptroller and Loss Prevention 15. ACCESS RESTRICTIONS* YES NO 16. AUDIT REQUIREMENTS Please see statement below. 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO 18. RECOMMENDED RETENTION A. Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of the Comptroller. B. Retain for one year and until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy. 19. NAME AND TITLE OF PREPARER Bonnie Griffin Administrative Assistant II 20. TELEPHONE NUMBER (301) 405-4240 January 28, 1997	13. CURRENT LOCATION(S) (BUILDING,FLOOR, RC	OOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Please see statement below. 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) 18. RECOMMENDED RETENTION A. Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of the Comptroller. B. Retain for one year and until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy. 19. NAME AND TITLE OF PREPARER Bonnie Griffin Administrative Assistant II (301) 405-4240 January 28, 1997	Jimenez Hall, Second Floor, Room 2106	В	l `		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO A. Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of the Comptroller. B. Retain for one year and until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy. NAME AND TITLE OF PREPARER Bonnie Griffin Administrative Assistant II (301) 405-4240 January 28, 1997		□ NO	16. AUDIT REQUIREM	IENTS	
A. Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of the Comptroller. B. Retain for one year and until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy. 19. NAME AND TITLE OF PREPARER Bonnie Griffin Administrative Assistant II 20. TELEPHONE NUMBER 21. DATE January 28, 1997	Please see statement belo	ow.	□ NONE 🗹 S	TATE FEDERAL INDEPENDENT	
A. Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of the Comptroller. B. Retain for one year and until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy. 19. NAME AND TITLE OF PREPARER Bonnie Griffin Administrative Assistant II 20. TELEPHONE NUMBER 21. DATE January 28, 1997		IN	18. RECOMMENDED RETENTION		
destroy. Retain request forms until keys are returned, then destroy. 19. NAME AND TITLE OF PREPARER Bonnie Griffin Administrative Assistant II 20. TELEPHONE NUMBER 21. DATE 31. DATE 32. DATE 33. DATE 34. DATE 35. DATE 36. DATE					
Bonnie Griffin Administrative Assistant II (301) 405-4240 January 28, 1997					
Administrative Assistant II (301) 405-4240 January 28, 1997		20. TELEPHONE NUMBER	R	21. DATE	
* Access to records is subject to, and may be rectricted by applicable Edgral and State laws and regulations. Access to any specific document					

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 10 OF 12	
1. AGENCY	2. DIVISION	5	3. UNIT	
University of Maryland, College Park	College of Arts a		Asian & East European Languages&Cultures	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION	AND DISPOSITION PURPO		
4. RECORD SERIES TITLE Grants/Contracts Files			5. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BRIEF				
Records which document grants/contracts agreements, research reports, publicity no regulations, copies of periodic reports, cor	otices, acknowledgmer	rtment from any source nts and transfer of fun	ce, including applications, proposals,	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ AI DHAE	PETICAL	3 MICROFILM(S)	
_	☐ ALPHAE		NUMBER COMPUTER TAPE(S) NUMBER COMPUTER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMER	ICAL	file folders	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	☐ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	1/2 ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) ☐ file folders	
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER ☐ MONTH(S) ☐ YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Jimenez Hall, Second Floor, Room 2106l	3	✓YES NO ORAA		
15. ACCESS RESTRICTIONS* YES	□ NO	16. AUDIT REQUIREM	IENTS	
Please see statement belo	w .	□ NONE ☑ STATE ☑ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	N	18. RECOMMENDED	RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		the contract, then des to the retention standa	ad contracts for three years after the close of troy. For federal grants and contracts, adhere ards established in OMB Circular No. A-110, Office of Record is the Office of Research Ivancement.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Bonnie Griffin Administrative Assistant II	(301) 4	05-4240	January 28, 1997	
4 4				

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK	+	PAGE 11 OF 12		
AGENCY University of Maryland, College Park	DIVISION College of Arts a		UNIT Asian & East European Languages&Cultures		
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
RECORD SERIES TITLE Donor/Gift Files			5. EARLIEST YEAR/LATEST YEAR 1995 _{TO} 1997		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Records showing name, date, amount, receipt and account number, and related data on all gifts donated to Asian and East European Languages and Cultures by friends, alumni, corporations, associations, or foundations.					
7. RECORD SERIES FORMAT(S) LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) file folders		
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE			10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S)		
OTHER (SPECIFY)			1/4 NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) ☐ file folders		
11. FILE IS USED		12. FILE BECOMES IN	IACTIVE AFTER		
☐ DAILY ☐ WEEKLY ■	MONTHLY 3 NUMBER		☐ MONTH(S)		
13. CURRENT LOCATION(S) (BUILDING.FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)			
Jimenez Hall, Second Floor, Room 2106B		✓ YES NO Office of Development			
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.		16. AUDIT REQUIREMENTS ☐ NONE			
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO	IN	18. RECOMMENDED I Retain files for 3 years Development.	s, then destroy. Office of Record is Office of		
19. NAME AND TITLE OF PREPARER Bonnie Griffin Administrative Assistant II	20. TELEPHONE NUMBER (301) 405-4240		21. DATE January 28, 1997		
Authinistrative Assistant II	(001) +00-42-40		January 20, 1997		

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 12 OF 12		
AGENCY University of Maryland, College Park	DIVISION College of Arts a	nd Humanities	UNIT Asian & East European Languages&Cultures		
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE General Academic Files			5. EARLIEST YEAR/LATEST YEAR		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)					
A. Textbook Adoption Forms					
B. Grade Rosters					
C. Course Descriptions, Syllabi, and rela	ated matters				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)		
☑ LETTER SIZE ☐ MICROFILM					
☐ LEGAL SIZE ☐ COMPUTER TAPE					
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION		
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		FILE DRAWER(S) 1/8		
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER		
			OTHER (SPECIFY)		
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER		
☐ DAILY ☐ WEEKLY ☐	MONTHLY 3 or 5 NUMBER		☐ MONTH(S)		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, R	ООМ	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)			
Jimenez Hall, Second Floor, Room 210	6B	☑ YES □ NO Records & Registration, Book Store			
15. ACCESS RESTRICTIONS* YES NO (IF YES. CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS			
Please see statement bel	ow.	□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES. EXPL BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	AIN	18. RECOMMENDED RETENTION			
☐ YES ☑ NO		A. Retain for 3 years, then destroy.			
		B. Retain for 3 years, then destroy. Office of Record is Records and Registration.			
		C. Retain for 5 years	, then destroy.		
19. NAME AND TITLE OF PREPARER Bonnie Griffin	20. TELEPHONE NUMBER		21. DATE		
Administrative Assistant II	(301) 405-4240		January 28, 1997		

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Records Retention and Disposal Standards Office of Management and Budget Circular No. A-110, Subpart C SUBPART C - Post-Award Requirements

- .53 Retention and access requirements for records.
- (a) This section sets forth requirements for **record retention** and access to records for awards to recipients. Federal awarding agencies shall not impose any other **record retention** or access requirements upon recipients.
- (b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.
 - 1. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
 - 2. Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
 - 3. When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
 - 4. Indirect cost rate proposals, cost allocations plans, etc. as specified in paragraph .53(g).
- (c) Copies of original records may be substituted for the original records if authorized by the Federal awarding agency.
- (d) The Federal awarding agency shall request transfer of certain records to its custody from recipients when it determines that the records possess long term retention value. However, in order to avoid duplicate recordkeeping, a Federal

awarding agency may make arrangements for recipients to retain any records that are continuously needed for joint use.

- (e) The Federal awarding agency, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of recipients that are pertinent to the awards, in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to a recipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as records are retained.
- (f) Unless required by statute, no Federal awarding agency shall place restrictions on recipients that limit public access to the records of recipients that are pertinent to an award, except when the Federal awarding agency can demonstrate that such records shall be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) if the records had belonged to the Federal awarding agency.
- (g) Indirect cost rate proposals, cost allocations plans, etc. Paragraphs (g)(1) and (g)(2) apply to the following types of documents, and their supporting records: indirect cost rate computations or proposals, cost allocation plans and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
 - 1. If submitted for negotiation. If the recipient submits to the Federal awarding agency or the subrecipient submits to the recipient the proposal, plan, or other computation to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts on the date of such submission.
 - 2. If not submitted for negotiation. If the recipient is not required to submit to the Federal awarding agency or the subrecipient is not required to submit to the recipient the proposal, plan, or other computation for negotiation purposes, then the 3-year retention period for the proposal, plan, or other computation and its supporting records starts at the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.